

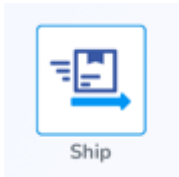
Ship & Receive Transfers

Steps to verify transfers at shipping and receiving

To verify **Transfer orders** at shipping click the **Ship** icon from the Home screen

Ship Transfer

Click on the Ship icon



Choose an **Existing order**, or **Create new transfer** from the mobile. You may also [create a transfer by simply scanning items](#).

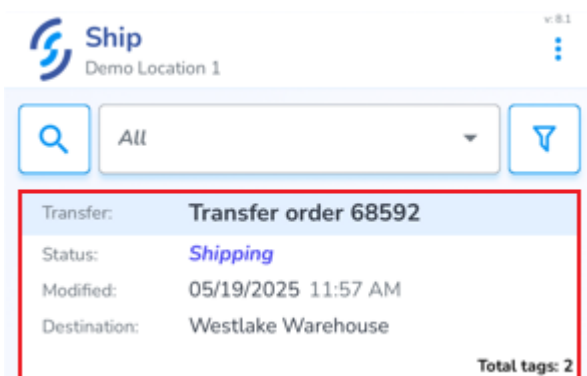
Transfer Orders can be created from the web or the mobile app, however creating them from the mobile is disabled by default. To enable, navigate to the [Application Settings](#) in the Ship section

Choose Location

If you have access to more than one physical location, confirm the [Selected Location](#) is correct. It will appear below 'Ship'

Locate & Open Order

From the **Ship** tab you will see the **Transfer Orders**. Locate the order you are verifying



- Click on it to open it.

Info

Products (1)

Status:

Shipping

Created:

05/19/2025 11:56 AM

Modified:

05/19/2025 11:57 AM

Origin:

Demo Location 1

Destination:

Westlake Warehouse

Comments:

Saved

Draft

Shipped

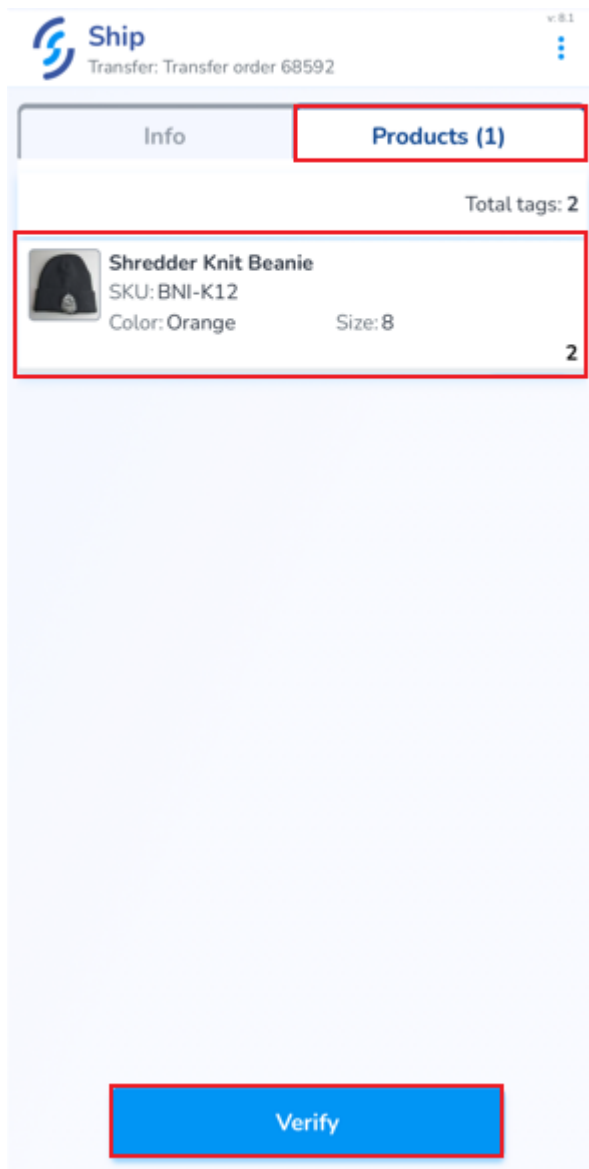
Completed

Shipping QC

Receiving QC

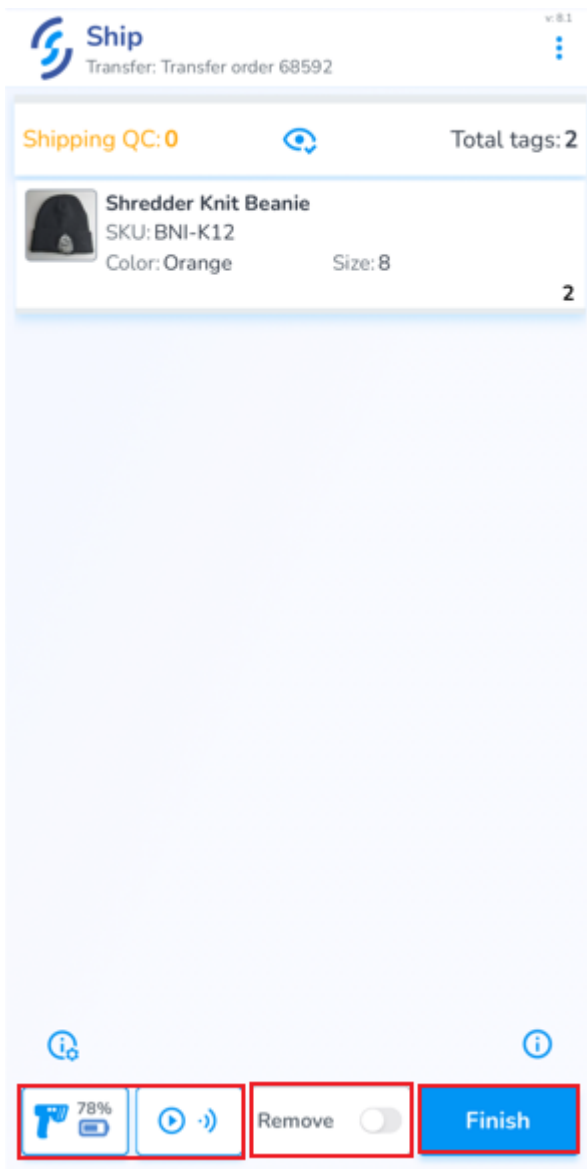
ing status, origin, customer name, created & modified
m of the screen

The second tab, **Products** displays the ordered item(s)



- To begin the verification process, click **Verify**
- [Pair Bluetooth](#)

The ordered items are now ready to be scanned to confirm accuracy.



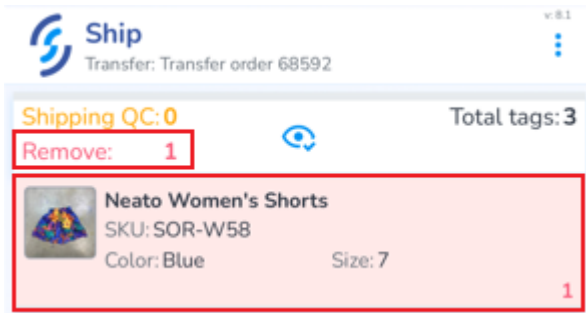
At the bottom of the screen are the [Scan Settings and Auto-Scan](#) button

The **Remove** switch removes scanned items from the order

Finish terminates the session

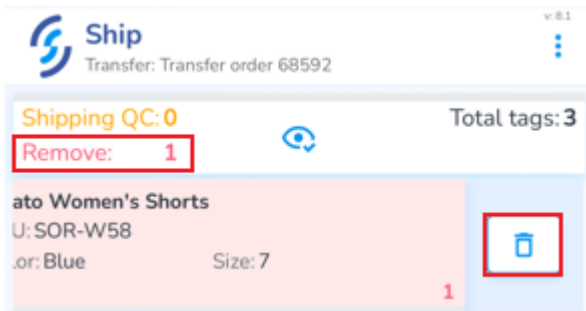
Scanning Incorrect Items

If an incorrect items is scanned, the word 'remove' appears at the top with the quantity to be removed, and the item(s) to be removed appears in red. Incorrect items must be removed before the scan session can be terminated

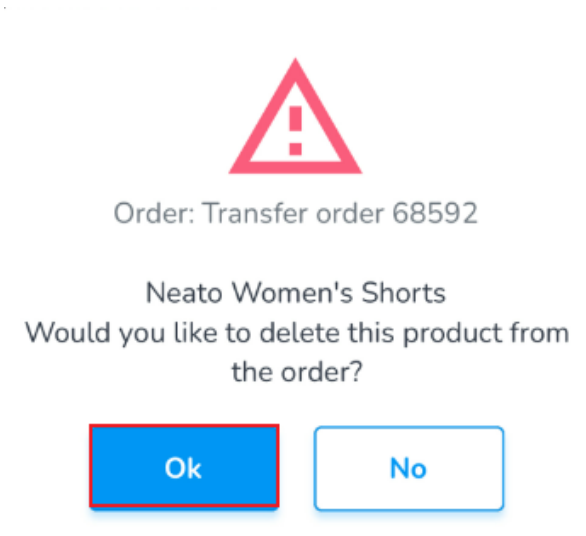


To remove incorrect items you can either:

- Slide the incorrect item to the left, then click on the trash can icon



- Click 'Ok' to the pop-up prompt



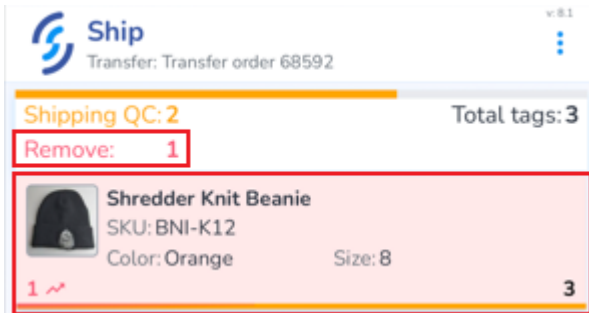
OR

- Enable the Remove scan option
- Scan the incorrect item(s)



Scanning Extra Items

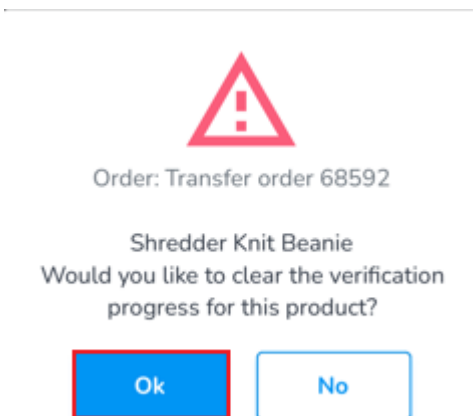
If more items are scanned than are ordered, the 'remove' message appears, and the item with extra items will appear in red, and the number of extra items is displayed on the left



- Slide the item to the left, then tap the broom icon to clear all scans for the item



- Click 'Ok' to the pop-up prompt



- Then rescan all tags for that product

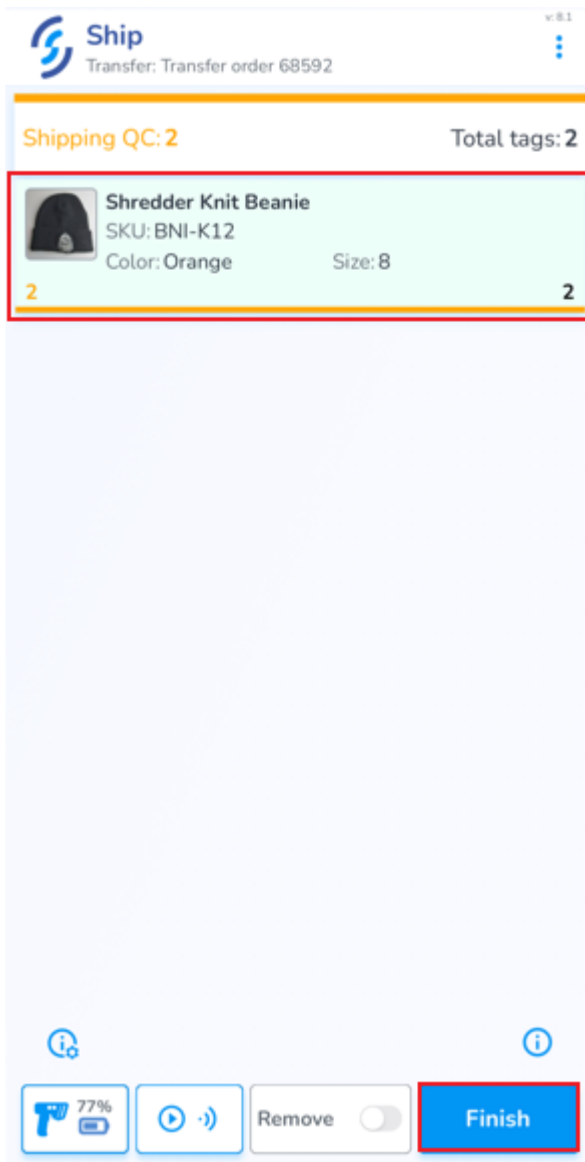
OR

- Enable the Remove scan option
- Scan only the items being removed



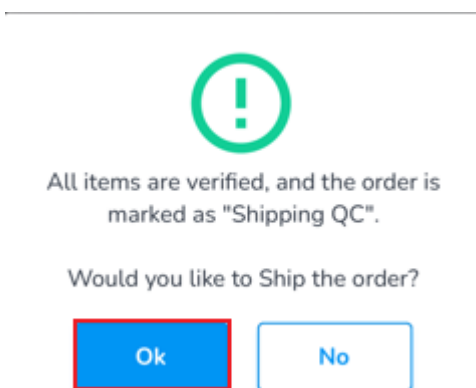
Complete Shipping Order

Correctly scanned items appear in green. The quantity scanned appears on the left, and the ordered quantity appears on the right. A yellow progress bar indicates if any items are missing.

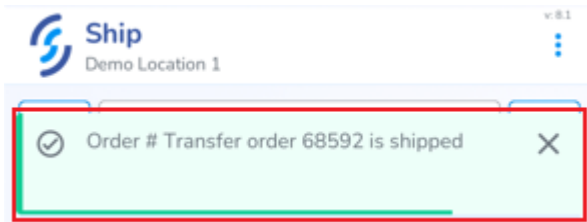


Once all items are scanned correctly & complete, click **Finish**

- Click 'Ok' to the pop-up prompt



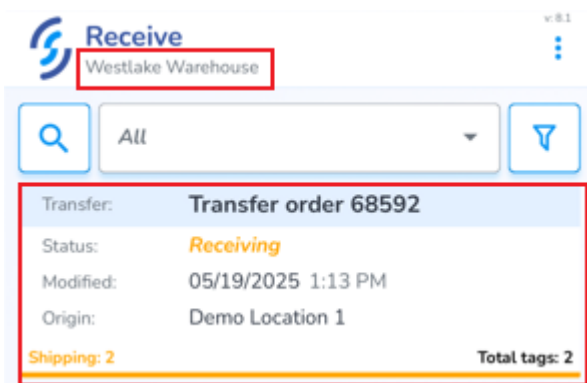
You will be returned back to the Ship orders list, and a toast pop-up will confirm the order is completed



Receive Transfer

Choose Location

If you have access to more than one physical location, confirm the [Selected Location](#) is correct. It will appear below '**Receive**'



- Click on it to open it

Transfer Orders contain two tabs: **Info** & **Products**

The **Info** tab provides order details including status, origin, customer name, created & modified date, and a progress indicator at the bottom of the screen

 **Receive**
Transfer: Transfer order 68592

v:8.1

Info

Products (1)

Status:

Receiving

Created:

05/19/2025 11:56 AM

Modified:

05/19/2025 1:13 PM

Origin:

Demo Location 1

Destination:

Westlake Warehouse

Comments:

Saved

Draft

Shipped

Completed

Shipping QC

Receiving QC

The second tab, **Products** displays the ordered item(s)



Receive
 Transfer: Transfer order 68592

v:8.1

Info

Products (1)

Shipping QC: 2

Total tags: 2



Shredder Knit Beanie
 SKU: BNI-K12
 Color: Orange Size: 8

2

2

Verify

- [Pair Bluetooth](#)
- To begin the verification process, click **Verify**

The ordered items are now ready to be scanned to confirm accuracy. This process associates the serialized tags captured to the order and adds them to the destination inventory



Receiving
 Transfer: Transfer order 68592

v:8.1

Shipping QC: 2

Receiving QC: 0

Total tags: 2

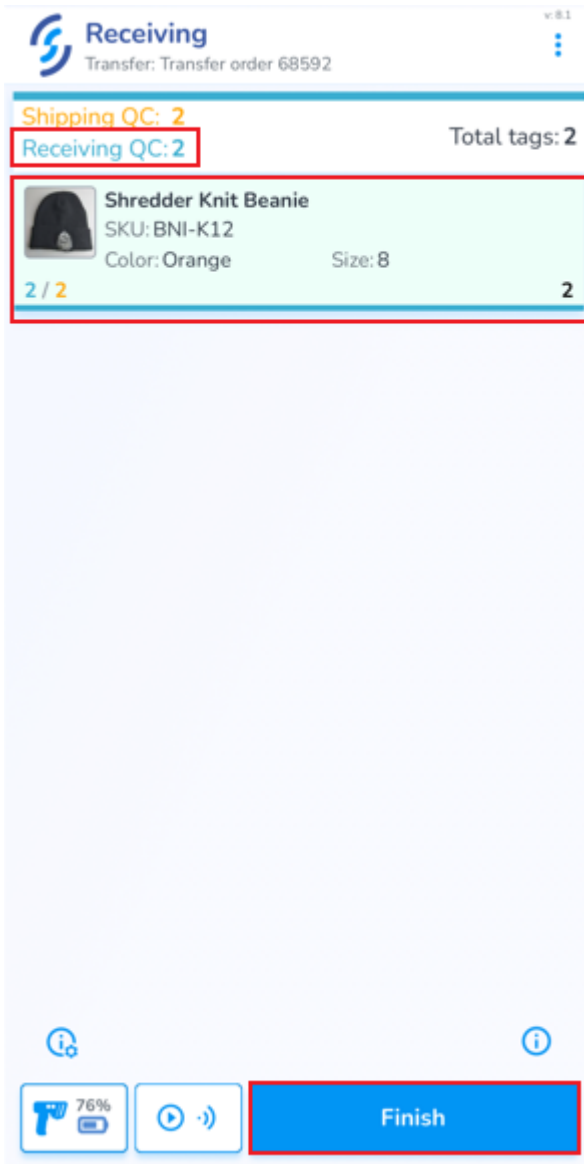


Shredder Knit Beanie
 SKU: BNI-K12
 Color: Orange Size: 8

2

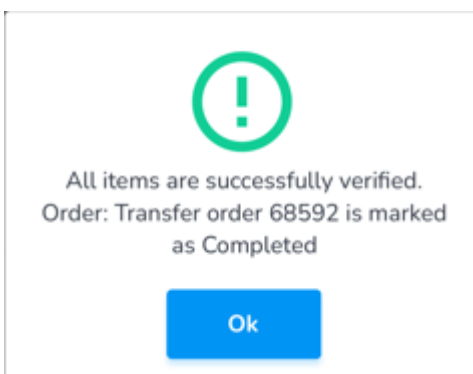
2

Correctly scanned items appear in green. The quantity scanned appears on the left, and the ordered quantity appears on the right. A blue progress bar indicates if any items are missing.

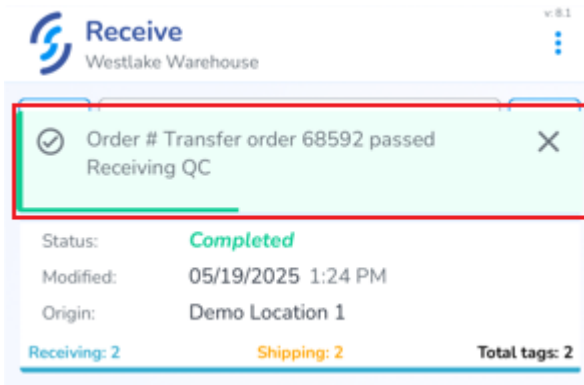


Click **Finish** to complete the Transfer receiving

- Click OK on the prompt



- A toast pop-up message will appear confirming the order has been received complete

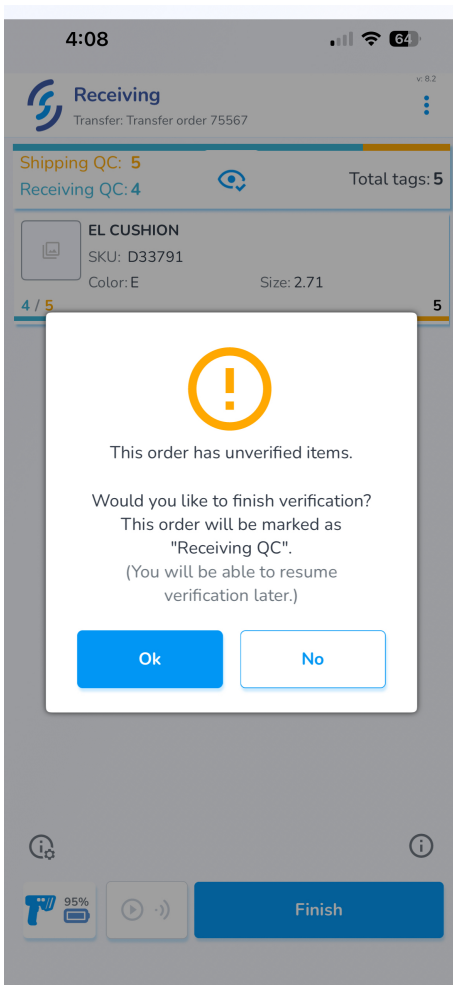


Only the tags included in the order can be scanned at Transfer Receiving.

Verifying a partial order

If you want to complete an order that doesn't contain all the items originally intended, you can do so by finishing the verification, then moving the order to the next status manually via the web portal.

First, click Finish in the mobile app. You'll be warned that the order has unverified items. Click **Ok** to continue:



Then, from the web portal, select the order and change the status.

- If the order is outbound, and still needs to be verified at the destination, select **Shipped/Receiving**.
- If the order is inbound, and you are completing the Receiving verification, select **Completed**.

Orders > Transfer order 75567

SupportJohn LeBaronAdministrator

Order #:Transfer order 75567

Create Date:10/22/2025

Origin:Dc - Shop location

Destination:Dc

Status:Receiving QC

ShippingCancelled

Shipping

Shipped/Receiving

Receiving QC

Completed

Customer notes:

Print

Product

TitleSKUOrdered*IPC*ItemsShipped*Received*

1555155/54/5

LOOSE DIAMONDS | EL CUSHION | E | 2.71

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5

1

5

5/5

4/5

Finally, click **Save** to finalize your changes.

Revision #23

Created 13 May 2025 18:15:56 by Stan Andrus

Updated 2 July 2026 01:08:07 by Stan Andrus